

APRIL 2016

# Calendar of Events

All workshops are free and open to the public.

Please sign up in advance.

Space is limited so call to pre-register today!

**802-254-4555**

◆ Register with us at [www.vermontjoblink.com](http://www.vermontjoblink.com) to search for local jobs or create a resume



CAREER  
RESOURCE CENTER  
232 MAIN STREET  
BRATTLEBORO, VT  
05301

OFFICE HOURS:  
MONDAY-THURSDAY  
7:45 TO 4:30  
FRIDAY  
9:45 TO 4:30

**NOTICE!!!** Our workshop times have changed! Please see the new times listed below!

## WEEKLY WORKSHOPS

### FRIDAYS - RESUME WORKSHOP 2:00-3:00 PM

Learn how to best express your skills in a resume. If you have never written one, or have been writing them for years, all are welcome to attend. The workshop is followed by an opportunity to work together with our staff in the Career Resource Center on your resume.

### WEDNESDAYS - JOB READINESS -WEEKLY JOB SEARCH GROUP 9:00-10:00 AM

Participants in this group will learn how to find and use local resources, keep their job search organized, tap into the hidden job market, complete successful job applications, and much more! Each week covers a different topic. Participants are encouraged to attend multiple weeks to enhance their job search.

### FRIDAYS - INTERVIEW WORKSHOP 10:00am-11:00am

Learn how to prepare for your next interview and look your best! We will cover everything from answering difficult questions to how to follow up after the interview is over.

## FEATURED EVENTS

Wednesdays, April 6th & 20th

### WIOA ORIENTATION 2:00 PM-3:00 PM

#### Workforce Innovation and Opportunity Act

Interested in VDOL's training program? Looking for opportunities to take classes, earn a certificate or train on the job? Come to the WIOA Program Orientation for more information about options you may qualify for! **Call us at (802) 254-4555 to pre-register.**

Wednesday, APRIL 27<sup>th</sup>

### RIVER VALLEY EMPLOYMENT FAIR 1:00-5:00 pm

This event takes place at Riverside Middle School in Springfield, VT. Jobseekers are invited to attend the 5<sup>th</sup> Annual River Valley Employment Fair, sponsored by the River Valley WIB. More details on the back!

### What does the Career Resource Center Offer?

- ◇ Seven computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information on continuing education

Are you an employer interested in holding a hiring event in our office?

Contact us at 802-254-4555

## APRIL 2016

## THIS MONTH'S FEATURE: 2016 River Valley Employment Fair

**Attention jobseekers!** The 2016 River Valley Employment Fair will take place on **Wednesday, April 27th from 2:00 to 5:00 pm at the Riverside Middle School gym**, located at 13 Fairground Rd in Springfield, VT. This event is aimed at connecting local job seekers with



seasonal and permanent jobs in our area and to showcase resources and training programs that will help job seekers attain employment.

The River Valley Employment Fair is sponsored in part by the River Valley Workforce Investment Board (WIB), the Vermont Department of Labor, the River Valley Technical Center, the

Springfield Regional Development Corporation, and Creative Workforce Solutions. Springfield Medical Care Systems is sponsoring the event.

For additional information, please call 802-885-8310 or visit <http://tinyurl.com/RV-WIB-Fair>.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 <b>Interview Skills</b> 10:00-11:00am  <b>Resume Workshop</b> 2:00pm-3:00pm
4	5	6 <b>Job Readiness</b> 9:00am-10:00am  <b>WIOA Orientation</b> 2:00pm-3:00pm	7	8 <b>Interview Skills</b> 10:00-11:00am  <b>Resume Workshop</b> 2:00pm-3:00pm
11	12	13 <b>Job Readiness</b> 9:00am-10:00am	14	15 <b>Interview Skills</b> 10:00-11:00am  <b>Resume Workshop</b> 2:00pm-3:00pm
18	19	20 <b>Job Readiness</b> 9:00am-10:00am  <b>WIOA Orientation</b> 2:00pm-3:00pm	21	22 <b>Interview Skills</b> 10:00-11:00am  <b>Resume Workshop</b> 2:00pm-3:00pm
25	26	27 <b>Job Readiness</b> 9:00am-10:00am	28	29